
KING COUNTY FIRE PROTECTION DISTRICT 40



BOARD OF FIRE COMMISSIONERS

REGULAR MEETING MINUTES

4/14/2022

DATE: April 14, 2022
TIME: 5:00 PM
PURPOSE: Regular Meeting
LOCATION: ZOOM MEETING (www.zoom.us)
Meeting ID: 886 4934 4889
Password: 245066

ATTENDANCE:

KCFD #40

Cheryl Nichelson, Commissioner
Joe Pratt, Commissioner
Charlotte Ryan, Commissioner
Linda Sartnurak, Commissioner
Andrew Schneider, Commissioner

Laura Buckley, District Secretary
Eric Quinn, Attorney

RENTON RFA

Will Aho, Deputy Chief
Charles DeSmith, Deputy Chief
Jamie Durkan, Lieutenant
Steve Heitman, Fire Chief
Robert Hyslop, Lieutenant
Scott Murphy, Facilities Manager
Mark Seaver, Deputy Chief
Jacob Smith, Lieutenant

PUBLIC

Matt Hankins, SAO
Kim Nguyen, SAO
Jim Torpin, Consultant

CALL TO ORDER + MOTION FOR ABSENT COMMISSIONERS:

Commissioner Sartnurak called the regular meeting of King County Fire Protection District #40 to order at 5:00 PM with Commissioners Nichelson, Pratt, Ryan and Schneider present. No absentee motions were requested for the next regular board meeting.

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Page 1 of 6

Commissioner Sartnurak led the pledge of allegiance.

WASHINGTON STATE AUDITOR:

Kim Nguyen and Matt Hankins with the Washington State Auditor’s Office presented the Fire District 40 2020 Audit Exit Interview.

A copy of the 2020 Exit Packet is on file with the minutes.

CHIEF’S REPORT:

Chief Heitman went over the following items from the Chief’s report:

- Welcome to Our New Members
- Firefighter Stork Lapel Pins
- Retirements/Promotions
- Center for Public Safety Excellence (CPSE) Conference
- King County Diversity & Recruitment Workshop
- 2022 Leukemia & Lymphoma Society Firefighter Stair Climb
- Division Reports
 - EMS/Health & Safety: Deputy Chief DeSmith
 - Support Services: Deputy Chief Seaver
 - Brush Rig/Pumper/Aid Unit Updates
 - Response Operations: Deputy Chief Aho
 - Training
 - Wildland Refresher Training
 - Fire Fighter Fundamentals Training for all crews - focused training on mayday procedures, attacking basement fires, and incident command
 - Pump Academy - New Engineer Todd Fisher attending
 - King County Joint Tech Rescue Academy - Ken Swinford attended
 - IDARS Swim Test
 - Hazmat Saturday Training
 - Sunday Rope Training
 - Swiftwater Operations Level Training
 - Public Outreach
 - NSCC EMT Ride-along
 - Operations
 - DOE Grant Approval, will support the purchase of multi-gas meters for the Zone 3 hazmat and rescue teams

Please see the attached report for Response Operations Statistics YTD through March 2022.

A copy of the Chief's Report is on file with the minutes.

CORRESPONDENCE:

Thank You Letter

Local resident, Judy Seidel, sent a thank you letter to the D-Shift crew on duty when she arrived at Station 17 in need of EMT services.

A copy of the thank you letter is on file with the minutes.

Resignation Letter

Commissioner Cheryl Nichelson submitted her letter of resignation from King County Fire District 40 Commissioner Position No. 3 due to her upcoming move out of jurisdiction.

A copy of the resignation letter is on file with the minutes.

UNFINISHED BUSINESS:

Station 17 Cell Tower

Board Chair Sartnurak and Board Attorney Eric Quinn recommend discussion in Executive Session.

NEW BUSINESS:

Financial Consultant

Independent Fire Service Financial Consultant, Jim Torpin, formerly provided Fire District 40 consulting services through ESCI. Commissioner Ryan introduced him as a viable option for the district's financial consulting needs.

FINANCIAL REPORTS:

The March 2022 Cash Flow and Treasurer's Report were emailed to the Board prior to the meeting for their review.

A copy of the March 2022 financial reports are on file with the minutes.

CONSENT AGENDA:

The consent agenda consisted of:

- March 10, 2022, Regular Meeting Minutes

- April A/P Vouchers in the amount of \$15,724.07
- April A/P Vouchers in the amount of \$296,072.48 (Aid Car)
- April Payroll in the amount of \$3,284.48

It was Moved by Commissioner Schneider to approve the consent agenda as presented. Commissioner Pratt seconded. No discussion. Motion Approved (5-0).

Copies of the approved vouchers are on file with the minutes.

WORKGROUP REPORTS:

- **Finance** (Pratt + Ryan)
No report.
- **Communications** (Nichelson + Schneider)
Commissioner Ryan reported there were two typos identified in the finalized newsletter.
- **Facilities & Equipment** (Pratt + Schneider)
The district engine and aid car purchases were previously discussed by Chief Seaver in the Chief’s Report. The workgroup reported the extractor has been ordered for Station 17.
- **Policies & Special Projects** (Nichelson + Ryan)
Commissioner Ryan suggested Commissioner and District Secretary pictures on Saturday, April 16, 2022; unfortunately, Commissioner Schneider is on shift that day. New dates will be presented to the board.
- **Renton RFA Liaison** (Sartnurak)
Commissioner Sartnurak extended her thanks to all of the Chiefs for the work they do for the district and the new Renton RFA stations.

PUBLIC COMMENT:

None.

EXECUTIVE SESSION:

A ten-minute executive session was called at 5:33 PM per RCW 42.30.110 (1)(i) to discuss with legal counsel representing District 40 matters relating to agency enforcement actions, or to discuss with legal counsel representing District 40 litigation or potential litigation to which District 40, the governing body, or a member acting in an official capacity is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to District 40. Action is likely to be taken.

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The regular meeting reconvened at 6:00 PM.

Commissioner Sartnurak moved to direct Attorney Quinn to reach out to Gunnerson Consulting and Communication Site Services to negotiate the cell tower lease at the Station 17 site. Commissioner Nicholson seconded. No discussion. Motion Approved (5-0).

GOOD OF THE ORDER:

Lieutenant Hyslop thanked Commissioner Nicholson for her years of service and being wonderful to work with.

Chief Heitman echoed Lieutenant Hyslop’s message, saying it was great getting to know and work with Commissioner Nicholson.

Commissioner Ryan shared the same sentiments regarding Commissioner Nicholson’s resignation.

Commissioner Pratt asked about the process to fill the vacancy, Attorney Quinn stated the board has 90 days to appoint an official or the county will appoint one for you. The position just renewed, meaning the appointment would go until the general election in 2023 where the appointee could run to be elected for the remainder of the term to 2028. The District Secretary will add an advertisement of the vacancy to the website. Board Chair Sartnurak and Special Projects Commissioner Ryan will review, interview and make a recommendation to the Board.

ADJOURNMENT:

As there was no further business, the meeting was adjourned at 6:02 PM.



Cheryl Nicholson, Commissioner



Joe Pratt, Commissioner

Charlotte Ryan
Charlotte Ryan, Commissioner

Linda Sartnurak
Linda Sartnurak, Commissioner

Andrew Schneider
Andrew Schneider, Commissioner

Laura Buckley
Laura Buckley, District Secretary

The next regular meeting of the Board of Fire Commissioners will be held on **Thursday, May 12, 2022, at 5:00PM via Zoom.**

Attachments: Agenda
Washington State Auditor 2020 Audit Exit Packet
Chief's Report
Thank You Letter
Resignation Letter
March 2022 Financial Reports
Voucher Approval Documents

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Page 6 of 6